

CALL TO ARTISTS AND CRAFTSPEOPLE

ARTMART Summer Arts and Crafts Marketplace at the Community Arcade on City Hall Plaza

Mayor Thomas M. Menino and the Mayor's Office of Arts and Cultural Development, in collaboration with the Boston Redevelopment Authority, are seeking Boston artists/craftsperson to participate in the **ArtMart Arts and Crafts Marketplace** located along the Cambridge Street side of City Hall Plaza under the **Community Arcade**.

EVENT DATES AND TIMES

June 22-August 31, 2004, every Tuesday 11AM-3PM

DEADLINE FOR SUBMISSION

All applications must be received by 5:00 PM, Monday, May 3, 2004, in the Mayor's Office of Arts and Cultural Development, Room 802, Boston City Hall

PROGRAM DESIGN: ARTMART

- To give area artists/craftspeople an opportunity to exhibit and sell their work. No fee or commission is collected from participants.
- Preference will be given to artwork in the under \$500.00 range
- In an attempt to highlight as wide a range of artists as possible each selected artist/craftsperson will be assigned three (3) arcade dates.
- While there is no fee to participate this year, **cancellations must be made at least 48 hours in advance. Otherwise the artist will forfeit their remaining exhibit days.**

SELECTION PROCESS

- Due to the great response individual artists will be limited to presenting during only three (3) Tuesdays over the summer. Only thirty three (33) artists will be selected to present their works.
- While preference will be given to Boston artists, craftspeople, and arts organizations that provide an interesting variety of art types and crafts, the **Community Arcade** is open to all artist/craftspeople
- **The Community Arcade Exhibition Committee** will jury all work. Works submitted will be juried individually and judged on quality, imagination and technique.
- All work must be created by artists, be original and handcrafted (sales representatives and agents are not eligible). Mass produced or manufactured works are not acceptable.
- **The Community Arcade Exhibition Committee** reserves the right to reject any work not represented in submitted slides.

ELIGIBILITY

Artists are eligible regardless of race, gender, belief, national origin, sexual orientation or physical ability.

CRITERIA

The **Community Arcade Exhibition Committee** will make the final selection of presenters based on the following criteria:

- Artistic quality
- Variety of artistic disciplines and cultural traditions
- Appropriateness for Arcade setting and audience,
- Boston-based artists and/or arts organization

The committee may request a visit to the studio.

EXHIBITION SPACE

- The **Community Arcade** is located on Boston City Hall Plaza along Cambridge Street near the Government Center T stop.
- The **Community Arcade** is surrounded by office buildings and is a popular tourist area that includes the Freedom Trail and Faneuil Hall Market Place.
- Each exhibition space is covered by an 8' x 8' pop-up tent, and includes one table and 2 chairs provided by the city. The artist is responsible for all table coverings. Artist may provide brochures, business cards and any other promotional materials about their self or group.
- There will be one space per artist or arts organization.

SET-UP

- Artists and craftspeople are responsible for transporting artwork to and from the site, installation and display.
- All work must be set up between 9:30 AM & 10:30 AM, ready for sales by 11:00 AM.
- Exhibiting artists or an assistant must be in/or near the space ALL hours of operation Tuesday 10AM – 3PM. NO WORK CAN BE LEFT UNATTENDED

SALE OF WORK

- All prices for artwork must be visible to the public. Artist(s) retain 100% of sales. The artist is responsible for collecting sales tax.
- Each artist must secure his or her own insurance. The City of Boston is not responsible for damage to work caused by the elements, theft, and/or vandalism.
- **You are encouraged to promote yourself through your usual avenues of publicity.**

CHECKLIST

Please attach the following items to completed application:

- ☐ 6 slides or photographs representative of work to be sold. All slides must be 2" x 2", including the cardboard or plastic mount. Glass slides are not acceptable. Each slide should include: name of artist, arrow indicating image top, and the number of each slide or picture as it corresponds with the slide list.
- ☐ Enclosed slide list/description sheet.
- ☐ Resume or brief description of your art experiences.
- ☐ One-paragraph summary about the type of work you are presenting.
- ☐ Please submit a suitable self-addressed stamped envelope (SASE) if you would like your proposal/support materials returned to you. (The Mayor's Office of Arts and Cultural Development is not responsible for loss of/or damage to support materials that are not accompanied by suitable SASE)
- ☐ Do you plan to use the tables and chairs provided by the Arcade or will you provide your own?

DELIVER OR MAIL COMPLETED APPLICATIONS TO:

ARTMART
Mayor's Office of Arts and Cultural Development
Boston City Hall, Room 802
Boston, Massachusetts 02201
Phone: 617/635-3245 Fax: 617/635-1850
artonthearcade@cityofboston.gov

DEADLINE FOR SUBMISSION

5:00 PM, Monday, May 3, 2004 (Late applications will be accepted depending on space availability)

Notifications sent out week of May 15, 2004

ART MART Exhibition Program
At the Community Arcade at Boston City Hall Plaza

DEADLINE FOR SUBMISSION

Monday, May 3, 2004

PLEASE PRINT

Name of Group/Artist_____

Primary Contact Name_____

Address_____

City_____ State _____ Zip_____

Telephone(day)_____ (evening)_____ FAX_____

E-mail address_____ Website:_____

Slide #1

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

Slide #2

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

Slide #3

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

Slide #4

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

Slide #5

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

Slide #6

Title_____

Medium_____

Techniques_____

Dimensions (HxWxD) in inches_____

Retail Price_____

MY WORK IS:

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ARTMART

Mayor's Office of Arts and Cultural Development

Boston City Hall Room 802

Boston MA 02201

V 617/635-3245 F 617/635-1850

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